



Parents' Handbook

Summer 2020

SPORTSMEN'S TENNIS AND ENRICHMENT CENTER

950 Blue Hill Avenue, Dorchester MA 02124

617.288.9095 | info@sportsmentennis.org | www.sportsmentennis.org

Welcome to all our campers and families!!

Sportsmen's Tennis and Fitness Camp is glad to have you join us this summer

Please carefully read the information contained in this handbook

Behavior Code of Conduct

All campers and families are always expected to behave in a respectful manner toward others. Please follow the guidelines below:

- Respect peers
- Respect counselors
- Respect Sportsmen's Tennis Center and its property
- Have a positive attitude
- Follow all rules set out by the camp and staff
- No vulgar language
- Maintain physical distance of a minimum of 6 feet
- Wear mask when transitioning through the building
- Wear mask when not able to be physical distant

Sportsmen's Tennis and Fitness Camp admit children of any race, color, or creed to all the rights, privileges, programs and activities generally made available to all children and families of the Sportsmen's Tennis & Enrichment Center. Sportsmen's does not discriminate on the basis of race in administration of its policies, athletics, and other projects. Sportsmen's policies are to provide opportunities to all people regardless of religion, race, gender, marital status, disability, cultural heritage, political beliefs, national origin, or sexual orientation.

Sportsmen's Tennis and Fitness Camp has created a space that is intended to make all campers feel both physically and emotional safe. Sportsmen's prohibits bullying, racial slurs, inappropriate touch or anything that causes others to feel unsafe.

Sportsmen's staff use positive discipline approaches to modify behaviors including redirection, time out of activities, and reflection sheets. Our staff respect children and do not participate in any form of physical or corporal punishment.

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- First Offense – Child completes a reflection sheet; parent may be notified
 - Second Offense – Child removed from activity; parent may be notified in writing
 - Third Offense – Parent conference and/or suspension
 - Fourth Offense – Parent conference and/or removal from the program
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Please Note: these steps are guidelines and Sportsmen's camp director has the right to adjust consequences on an individual basis as the situation warrants. Our desire is that all children enjoy their experience this summer.

Arrival and Departure Information

Attendance for all campers is taken each day. For liability and safety reasons it is extremely important that we know when your child is not going to be at camp. If you know your camper will be absent, please notify Sportsmen's at 617.288.9095. If your child is going to arrive late, please call as well. In the event you need to pick up your child early, please call and notify the camp as soon as possible.

Arrival Instructions:

- Drop off time is 8:45-9:00am for GROUP A (Group assignments will be given before camp)
- Drop off time is 9:00-9:15am for GROUP B (Group assignments will be given before camp)
- Parents/Guardians will arrive at Sportsmen's and wait in the foyer to be signed in. Parents/Guardians and child must wear a mask. A counselor will direct campers directly to their group.
- Parents/Guardians will not be allowed to accompany their campers to their groups except in emergency situations to avoid any chance of COVID-19 exposure.

Departure Instructions:

- Drop off time is 2:45-3:00pm for GROUP A (Group assignments will be given before camp)
- Drop off time is 3:00-3:15pm for GROUP B (Group assignments will be given before camp)
- Children must be picked up no later than 3:15pm. If a child is not picked up by that time, calls will be made to arrange pickup as soon as possible.
- Parents/Guardians will arrive at Sportsmen's and sign-out their child in the foyer.
- Children will only be released to adults listed on the designated pickup list.
- Parent will wait for their child to be escorted to the exit door on the lower level
- Parents/Guardians will not be allowed to accompany their campers to their groups except in emergency situations to avoid any chance of COVID-19 exposure.

Late Pick-Up/Failure to Pick-up

Staff will not leave a camper unattended if you are late for pick-up. A late fee of \$1.00 per minute will be applied for late pick-up. Chronic late pick-up may be grounds for additional late fees and/or dismissal from the camp. In the event that you fail to pick up your child. The following will happen:

- All phone on file will be called to arrange pick-up
- If no contact can be made, camp director and/or the CEO will determine appropriate next steps, which may include calling police and/or DCF.

Extended Care 2020

Following state safety guidelines, Extended Care (AM & PM) will not be offered this summer. Please be as punctual as possible when picking up your child.

What to bring to camp:

Children that come prepared daily are ready to participate in all activities. Please mark all belongings with their name in permanent ink. Placing all camp belongings in a small backpack will help keep everything together.

- Wear comfortable clothing that can get dirty
- Wear athletic shoes or closed toe sandals
- Light jacket or sweatshirt
- Broad-spectrum sunscreen, SPF 30 and bug spray
- Water Bottle (with name clearly written on it)
- A pair of clean face masks (disposable or washable)
- Reading material
- A box of crayons/markers

What to leave home:

- Electronic games or devices
- Cell phones!! (Campers are not allowed to have cell phones at any time)
- Trading/playing cards
- Valuables– we are not responsible for lost or stolen items
- Weapons (play or real)
- Medications– all medications should be checked in with Camp Nurse

Lunch

All Day Campers are required to bring their own lunch and morning snack. Pack enough food, as the campers are active throughout the day and burn a lot of energy! This summer we will not be able to warm or store food in the camp office. All food should be brought in an insulated lunch bag or container. **Please note: Sportsmen's is a peanut and nut free camp.**

Lost and Found

The camp experience is an opportunity for a child to learn responsibility for their personal items. As a family, please discuss the importance of caring for and keeping track of gear as Sportsmen's Tennis & Fitness Camp is not responsible for lost or missing items. If an item is lost, please ask a counselor to check the Lost & Found during pick up. Every effort is made to return clearly marked items!

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Financial & Registration

- All registration and balances must be completed by 12:00PM on the Thursday before the week of camp you are planning to attend. Unpaid balances may result in the loss of your child's slot for that week. Any special circumstances, financial assistance or payment arrangements **MUST** be made prior to that deadline
- If a registered week of camp is canceled for any reason, a refund will be issued
- If camp is cancelled prior to opening due to COVID-19, a full refund will be issued
- If your child is asked to leave camp due to ongoing behavior issues, a refund will not be issued

Stay Informed

It is our priority to make sure parents are informed of what is going on in our camp. We will make every effort to communicate with you about activities, resources and especially about your child! We communicate through newsletters, our website, signs posted and drop-off or pick-up, phone calls, in-person, email and even text. We ask all parents to ensure we have a working email address and a working cell phone number so that you can receive important updates. If there is ever a time you want to know more, please contact the camp director, Charlyne Mines-Smart or a member of our staff.

Our camp is licensed by the local Board of Health and must comply with all regulations of the Massachusetts Department of Public Health.

COVID-19 Daily Screening and Monitoring of Children and Staff

Daily Screening: All campers and staff are required to complete a daily screening Attestation form by 8:00am each morning before attending camp. Forms can be found on our website (www.sportsmenstennis.org). Form can also be emailed to you if needed.

We are committed to providing a safe space for all our campers and staff. If you suspect your child is sick or has been exposed to anyone who you expect has been exposed to COVID-19, please keep them from camp and get them tested immediately. This will help us to make sure all our staff and camper are safe and healthy all summer long.

Hygiene and Health Practices

Sportsmen's Tennis and Fitness Camp will provide adequate supplies to promote frequent and effective hygiene behaviors. We have the following materials and supplies:

- A. Functioning bathroom facilities with foaming soap, water, touchless sinks, touchless paper towel dispensers readily accessible to all children and staff. There are posted handwashing instructions near every sink and where they can be easily seen by children and staff.

- B. Foot operated hand sanitizer stations with at least 60% alcohol throughout the facility. There is also hand sanitizer located in various areas throughout the facility, at the entrance and exit doors.

All Children and staff must wash their hands or use hand sanitizer often, making sure to wash all the surfaces of their hands. All staff and children will be encouraged to regularly wash their hand with soap and water for at least 20 seconds. At a minimum, hand washing will take place:

- Upon entry into and exit from the Sportsmen's Tennis and Enrichment Center
- When re-entering the facility from outside activities
- Before and after eating
- After sneezing, coughing or nose blowing
- After toileting
- Before handling food
- After touching or cleaning surfaces that may be contaminated

Campers and staff should avoid touching their eyes, nose, and mouth. Cover coughs and sneezes with a tissue, then throw tissue away in the trash and wash hands with soap and water. If no tissue is readily available, cough should be covered with your arm and not your hands.

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Sportsmen's Summer Camp 2020 Parent/Guardian Attestation

For Participation of Minority Age (Under 18)

READ BEFORE SIGNING This is to certify that I, as parent/guardian in consideration of being allowed to have those under my legal responsibility participate in summer camp, have read and explained the provisions of this waiver/release to my child/ward including the risks of being at STEC and his/her responsibilities for adhering to the rules, guidelines and regulations. Furthermore, my child/ward and I understand and accept these risks and responsibilities. On behalf of myself, spouse/other parent, and child/ward, I hereby agree to the release provided below for all the aforementioned parties and agree to indemnify and hold harmless all releasees including Sportsmen's Tennis & Enrichment Center from any and all liabilities incident to my minor child's/ward's involvement or participation in the camp activities as provided above, **EVEN IF ARISING FROM THEIR NEGLIGENCE**, to the fullest extent permitted by law.

By my signature below, and in consideration of my child/ward being allowed to participate in camp during the current COVID-19 pandemic, I hereby acknowledge that I have/agree to:

1. Will review Sportsmen's Camp 2020 policy and educational materials related to COVID-19.
2. Each day, assess my child/ward for the following symptoms before camp, and report such assessment online before arriving at camp:
 - fever or feeling feverish or chills
 - cough
 - sore throat
 - difficulty breathing or shortness of breath
 - New nasal congestion or new runny nose not related to seasonal allergies
 - gastrointestinal symptoms such as diarrhea, nausea, vomiting
 - headache
 - new loss of smell or taste
 - new muscle aches, any other signs of illness
 - any contact with a person known to be infected with COVID-19 in the past 14 days
 - if my child/ward has tested positive for COVID-19
 - and/or any fever-reducing medicines (such as Advil, Motrin, Tylenol etc.) given in the 8 hours before camp.
3. Will not bring my child/ward to camp if they, or any member of their household, have any of the aforementioned symptoms and will consult my healthcare provider for testing for COVID-19 before (s)he can return to camp.
4. Will notify STEC if my child/ward will not be in camp and tell us the reason (even if unrelated to health) so that STEC will know whether or not to enact safety protocols for other campers and staff.
5. Will, in the event my child/ward becomes ill or have a fever 100 degrees Fahrenheit or greater, immediately pick my child/ward up and consult their health care provider for testing for COVID-19. I agree that testing will be done the same day my child/ward is sent home.
6. Understand and agree my child/ward will not be allowed to return to camp unless a negative COVID-19 test is documented and results brought to camp OR if positive, my child/ward has, per protocol, remained out of camp for a minimum of 10 days after diagnosis, or longer if required, and is fever free and symptom free for 3 days without medication.

7. Understand that should another child in my child/ward's camp group become sick, then my child/ward will need to stay home until further notice; a minimum of one day, should the sick child report a negative test; up to 14 days, and in quarantine, should the sick child test positive for COVID-19.
8. The risks of injury and illness (ex: communicable diseases such as Covid-19, tick, and mosquito born illnesses) from the activities involved in this program are significant, including the potential for permanent damage or death, and while particular rules, equipment, and personal discipline may reduce these risks, the risks of serious injury and illness do exist; and,
9. Willingly agree to comply with the stated and customary terms and conditions, including those related to pandemics, for participation. Specifics include, but are not limited to:
- adhering to staggered arrival times and departure times as assigned and enter and exit in accordance with Sportsmen's staff directions
 - wearing a mask and having my child wear a mask for the arrival and departure time at camp
 - assuring my child will cooperate with staff to wear mask when instructed
 - assuring my child will clean hands when instructed, and
 - assuring my child will follow other instructions related to social distance, hygiene and infection control practices as given.
 - labelling all equipment and personal belongings brought to camp, with name
10. For myself and on behalf of my heirs, assigns, personal representatives and next of kin, I HEREBY RELEASE AND HOLD HARMLESS Sportsmen's Tennis & Enrichment Center, their officers, Board of Directors, officials, agents, and/or employees, other participants, sponsors, owners and lessors of premises ("RELEASEES"), WITH RESPECT TO ANY AND ALL INJURY, ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

Junior Player Name

Parent/Guardian Name

Date

Parent/Guardian Signature



Sportsmen's Summer Camp 2020 COVID-19 Addendum for Parents, Guardians and Staff

In order to provide a healthy environment for a modified camp experience this summer, parents/guardians/staff are required to read our policies and procedures to keep campers, and by extension their family members, and staff as protected as possible. Since this is a new illness, we learn more about COVID-19 continually, and therefore, recommendations may change while your child or you as an employee are at camp. We will notify parents/guardians and staff should changes in policy occur. We ask that you share information with your child in a developmentally appropriate way.

COVID-19 Illness Overview The signs and symptoms of COVID-19 include any of the following: fever, chills, cough, sore throat, difficulty breathing, nasal congestion not related to allergies, diarrhea, nausea, vomiting, abdominal pain, unexplained rash, headache, fatigue, new loss of smell/taste, and/or new muscle aches.

This illness is spread to others by respiratory droplets, from someone coughing, sneezing or breathing near you, or touching a surface that has virus particles on it and then touching your mouth, nose or eyes.

COVID-19 is best prevented by good hand washing hygiene, social distancing with others (staying 6 feet or more apart from others who are not living with you), and wearing a mask when unable to maintain social distancing.

New Camp Regulations for 2020 related to Covid - 19.

We, at camp, are required by the state to ask if your child (or you if you are staff), have had any symptoms each day before the start of camp, and for you to sign an attestation daily. We will do this preferentially in electronic form, and verify it is completed daily at the start of camp. The state has the right to ask for our records.

A person can be exposed to COVID-19 and not develop symptoms or become sick until 14 days after exposure. Some people never become sick (asymptomatic) and very few people become quite ill. If a person does become sick, they may actually pass the illness on to others two days before they show any symptoms of illness.

Should a camper or staff member show symptoms of illness, (s)he need to wear a mask, and leave camp immediately. This is why it is so important we have accurate contact information for all parent/guardian. If we cannot reach you, we will call the person you identified as the emergency contact. The camper /staff person needs to be tested for COVID the same day they are released from camp, so we can notify other camp families and staff, as required by the state. Confidentiality will be maintained by Sportsmen's; we will not share names of ill campers or staff.

If a person at Sportsmen's camp tests positive for COVID-19, that person must remain home, in isolation. *All three* of the following requirements must be met in order to return to camp: 1. at least 10 days has passed from diagnosis and 2. symptoms have resolved for 3 days and 3. no fever for 3 days without fever reducing medication.

If a camper/staff member is in a group with someone who tests positive, the group must stay home and quarantine for 14 days, minimum. If no symptoms develop, the camper/staff

member may return after 14 days, *providing no one they have been in contact with and no family members show symptoms during that time period.*

Should anyone in quarantine become symptomatic, they count the 10 days from the first sign of illness. In this situation, again, *all three* of the following requirements must be met in order to return to camp: 1. at least 10 days has passed and 2. symptoms have resolved for 3 days and 3. no fever for 3 days without fever reducing medication.

What Campers are expected to do while at camp

While at camp, we will have campers 1. maintain social distancing while participating in all activities 2. wear a mask to travel in halls and outside 3. wash hands and/or use hand sanitizer frequently 4. stagger start and end times of camp, lunches, and outdoor activities to prevent more than

10 people from gathering together. 5. observe one way traffic patterns to prevent walking near one another indoors 6. respect staff/counselors when they are requested to follow the guidelines and rules 7. understand staff will be cleaning frequently to keep us all safe 8. be oriented each Monday morning to these special procedures while participating in

Sportsmen's
camp.

We, at Sportsmen's, want to provide a safe environment for children to socialize distantly and have some fun after a difficult spring. This camp will not be our traditional camp; we do not know what our "new normals" will be like in the future. Should you have any questions, please do not hesitate to call or email the camp director; open, honest communication will best serve us all.

We hope to have a summer campers and staff can look back on as a year of growth, learning more about resiliency, and empowered to be active participants in a new future.



Dear Parents and guardians,

In accordance with state regulations you must be provided with information regarding Sportsmen's Tennis & Enrichment Center Camp Policies for mildly ill camper, administration of medications, procedures for emergency care, and Covid-19 related policies and procedures.

Mildly Ill Camper

This year, in 2020, we require that you sign an attestation daily that your child has no symptoms associated with Covid-19 illness. Please do not send your child to camp with any symptoms of illness, and call the camp to let us know your child is ill. Likewise, should your child become ill at camp, we need assurance from you to pick your child up immediately. If your child has symptoms of Covid-19, we require that your child be tested same day, and may not return to camp until a provider has affirmed that your child does not have Covid-19.

Please refer to the parent educational information for complete guidance.

Safe self-Medication policy/secure storage of medications

Health Care Supervisor and/or Camp Director will:

1. Accurately identify the camper for whom the medication was ordered. In addition to recognizing child, ask child his/her name, birthday.
2. Review written permission from parent/guardian to administer medication to camper.
3. Obtain physical exam form/doctor's form with order for medication. Review doctor's order. Review drug allergies.
4. Medications are stored in locked medication cabinet in nurse's office in their original pharmacy container, which clearly identifies child's name and prescription information. Refrigerated medications will be securely stored in original containers that identify child's name and prescription information. Medications CANNOT be placed in substitute containers. Medications out of their original labeled pharmacy containers CANNOT be administered at camp. Please ask your pharmacist for an extra labeled bottle to bring medication to camp.
5. Administer medication according to medication label.
6. Inhalers must be accompanied by spacers.
7. Keep appropriate and correct records regarding medications given and/or self administered in Medication Log.
8. If medication is not given by refusal or omission, document in Medication Log and inform parent and physician, if necessary.
9. If a medication error is made, document in Medication Log, inform Health Care Consultant, parent and if necessary, physician.
10. If there are adverse reactions to medication, inform parent, consult Health Care Consultant, inform physician and call 911 if necessary.
11. Use appropriate resources, including Health Care Consultant, Parent/Guardian, or emergency services when a problem arises.
12. Understand and implement emergency plans and 911 access if needed.
13. Maintain confidentiality of all campers and staff.

Emergency Medical Plan

Health Care Supervisor and/or RN will consult with Health Care Consultant as needed and will follow Sportsmen's Tennis & Fitness First Aid Orders, including calling 911 if necessary. Parents will be notified immediately of any medical emergencies. Emergencies will be documented along with health incidents in the Daily Log and state injury incident documents will be completed as mandated.

Jane Brown, MD, MPH

Date

This camp must comply with the regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

Meningococcal Disease and Camp Attendees: Commonly Asked Questions

What is meningococcal disease?

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the “meninges”) that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes.

How is meningococcal disease spread?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is most at risk for getting meningococcal disease?

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

Are camp attendees at increased risk for meningococcal disease?

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

Should my child or adolescent receive meningococcal vaccine?

That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people

who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions **may** be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

How can I protect my child or adolescent from getting meningococcal disease?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.
3. not share food, drinks or eating utensils with other people, especially if they are ill.
4. contact their healthcare provider immediately if they have symptoms of meningitis.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at www.mass.gov/dph.

Provided by the Massachusetts Department of Public Health in accordance with M.G.L. c.111, s.219 and 105 CMR 430.157(C).

Massachusetts Department of Public Health, Division of Epidemiology and Immunization, 305 South Street, Jamaica Plain, MA 02130 Updated March 2018

Additional Resources:

Mosquito borne illness prevention:

<https://www.mass.gov/info-details/mosquito-borne-disease-prevention>

Tick Disease Awareness

<https://www.cdc.gov/ticks/>

Important Webpage Links for Recreational Camps for Children

<https://www.mass.gov/lists/recreational-camps-for-children-community-sanitation#information-for-parents->



I acknowledge receipt of this Parent Handbook for Summer 2020 from the Sportsmen's Tennis and Fitness Camp. I will read all included information to ensure I understand rules and responsibilities of the camp this year. I will discuss all rules and expectation to mu child to ensure they can adhere to the rules of the camp.

Any questions may be directed to our Director of Enrichment/Camp Director – Charlynnne Mines-Smart
Cmines-smart@sportsmentennis.org.

Parent/Guardian's Signature

Date

Child' Name